

REQUEST FOR QUALIFICATIONS
City of Houston, Missouri
FOR PROFESSIONAL ENGINEERING SERVICES

Contact Scott Avery, City Administrator

cityadministrator@houstonmo.org

Sealed Responses due before 3:00 PM on Thursday, January 6, 2022

To Heather Sponsler
City Clerk
601 S Grand Ave
Houston, MO 65483
Telephone: 417-967-3348

Proposal Guidelines

- **Response:** Three (3) bound copies and one (1) flash drive, of the Broker's response with the signed Acknowledgement accompanying each should be submitted to the City of Houston, Missouri City Clerk, Heather Sponsler, 601 S Grand Ave, Houston, MO 65483. Responses are to be marked “**Response to RFQ for Sanitary Sewer Relocation.**”. Electronic or facsimile offers will not be considered in response to this RFQ, nor will modifications by electronic or facsimile notice be accepted. In order to be considered, you must respond to each separate item in the Request for information below. Incomplete responses will not be considered. The City reserves the right to request clarifications concerning information provided in the response. The City is not liable for any cost or expense incurred by the firm in responding to this Request for Qualifications. All responses shall remain valid and binding for a period of ninety (90) calendar days from the proposal submission date.
- **Term:** The term of the agreement for services with the selected firm shall be for the single project at the Houston High School Track.
- **Response Deadline:** Responses must be received **3:00 PM on Thursday, January 6, 2022**. Responses received after the deadline will not be opened and will be returned.
- **Selection Criteria:** The criteria considered in selecting the firm will include, but not be limited to
 - 1) qualifications and experience of personnel in sanitary sewer,
 - 2) City/public entity experience,
 - 3) financial stability,
 - 4) familiarity with the area, and
 - 5) References.
- **Award:** The intent of the City would be to make the selection on or before the January 18, 2022 Board of Aldermen meeting. The City reserves the right to reject any and all proposals and to make the award at its sole discretion and for the benefit of the City. The City is not bound to accept the proposal solely based on the lowest monetary offer. The City further reserves the right to negotiate the specific terms of the agreement with the firm awarded the contract that would include the amount of the proposed fee.

REQUEST FOR INFORMATION

The City of Houston, MO, is requesting qualifications for engineering services specific to design of a sanitary sewer. At a minimum, the following information should be provided to the City.

- 1) Specialized experience and technical competence of the firm with respect to sanitary sewer design and related work
- 2) The capacity and capability of the firm
- 3) The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules.
- 4) Proximity to and familiarity with the area
- 5) References from previous clients involved with the firm within the past five years.

The City of Houston is an Equal Opportunity Employer and invites the submission of proposals from Women and Minority Business Enterprises.